

**STATE OF MARYLAND  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**Invitation for Bids (IFB) No. DHCD-17-07**

**EVICTIION SERVICES**

**IFB Issue Date:** June 5, 2017

**Procurement Officer:** Amanda Sadler  
7800 Harkins Road  
Lanham, Maryland 20706  
Phone: (301) 429-7780  
E-mail: [amanda.sadler@maryland.gov](mailto:amanda.sadler@maryland.gov)

**Contract Monitor:** Steven Wilson  
7800 Harkins Road  
Lanham, Maryland 20706  
Phone: (301) 429-7661  
E-mail: [steve.wilson@maryland.gov](mailto:steve.wilson@maryland.gov)

**Bids are to be sent to:** Department of Housing and Community Development  
7800 Harkins Road  
Lanham, Maryland 20706  
Attention: Amanda Sadler

***Mark in the lower left or right-hand corner: “IFB No. DHCD-17-07; MUST BE OPENED BY ADDRESSEE ONLY.”***

***Bids must be sealed and clearly labeled exactly as indicated to ensure that they are delivered intact and unopened.***

**Bid Due (Closing) Date and Time:** July 11, 2017, at 2:00 P.M, Local Time

**NOTICE**

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

**Minority Business Enterprises and Certified Small Businesses  
are encouraged to respond to this solicitation.**

## **General Information**

### **Summary**

The Department of Housing and Community Development (DHCD), a principal department of the State of Maryland (State), is seeking qualified Contractors to perform eviction services for its foreclosed properties in the Real Estate Owned (REO) portfolio of loans. DHCD is seeking bids for a full service eviction company.

### **Contract Type**

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

### **Contract Duration**

The duration of the Contract shall be one (1) year. There are no renewal options.

### **Procurement Officer**

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time.

### **Contract Monitor**

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may change the Contract Monitor at any time.

### **Questions**

Inquiries regarding this IFB should be directed to the Procurement Officer listed on the title page.

### **Procurement Method**

This Contract will be awarded in accordance with COMAR 21.05.07, which governs the procurement of items expected to cost \$25,000 or less.

### **Bid Closing Date and Time**

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

### **Duration of Bid**

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

### **Multiple or Alternate Bids**

Multiple and/or alternate Bids will not be accepted.

### **Award Basis**

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

### **Substitution of Personnel**

Any substitution of personnel after the Contract has begun must be approved in writing by the Contract Monitor prior to the substitution. If the Contractor substitutes personnel without the prior written approval of the Contract Monitor, the Contract may be terminated.

### **Minority Business Enterprises (MBEs)**

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise  
Maryland Department of Transportation  
P.O. Box 8755  
BWI Airport, Maryland 21240-0755  
(410) 859-7328  
<http://www.mdot.maryland.gov>

### **Small Businesses**

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process. Information relating to that process can be found at <http://goma.maryland.gov/Pages/SBR-Registration.aspx>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

(1) With respect to employees:

(a) Its wholesale operations did not employ more than 50 persons in its most recently completed 3 fiscal years;

(b) Its retail operations did not employ more than 25 persons in its most recently completed 3 fiscal years;

(c) Its manufacturing operations did not employ more than 100 persons in its most recently completed 3 fiscal years;

(d) Its service operations did not employ more than 100 persons in its most recently completed 3 fiscal years;

(e) Its construction operations did not employ more than 50 persons in its most recently completed 3 fiscal years; and

(f) The architectural and engineering services of the business did not employ more than 100 persons in its most recently completed 3 fiscal years; or

(2) With respect to gross sales:

(a) The gross sales of its wholesale operations did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;

(b) The gross sales of its retail operations did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;

(c) The gross sales of its manufacturing operations did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;

(d) The gross sales of its service operations did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;

(e) The gross sales of its construction operations did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and

(f) The gross sales of its architectural and engineering operations did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

### **Verification of Registration and Tax Payment**

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is [www.dat.state.md.us](http://www.dat.state.md.us).

It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

### **Mandatory Contractual Terms**

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB **and** the State's mandatory terms and conditions under COMAR 21.07.01: [http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.\\*](http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*). Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.

## **MINIMUM QUALIFICATIONS**

The following qualifications shall be met to be considered for contract award:

- A. The Contractor must be able to provide eviction services throughout the State of Maryland according to the Scope of Work on page 7 of this IFB.
- B. The Contractor shall have at least 5 years' experience providing eviction services on single family homes that have been foreclosed, in accordance with the tasks described in the Scope of Work, beginning on page 7 of this IFB.

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## **SCOPE OF WORK**

### **Background**

The purpose of this IFB is to invite qualified, experienced firms to submit a bid to provide eviction services as described below for foreclosed properties in the REO portfolio being managed by the Division of Credit Assurance in the Maryland Department of Housing and Community Development. All evictions are scheduled by DHCD's attorney. When the eviction is scheduled, DHCD's representative will notify the eviction company.

### **Detailed Specifications**

The Contractor shall provide, for each property assigned, services that include performance of the following tasks:

- 1) Once the eviction has been scheduled, the eviction company shall provide the number of movers (the Crew) requested by the Sheriff.
- 2) The Crew shall meet the Sheriff at the property with the appropriate amount of trash bags and tools needed to pack and remove all loose items.
- 3) The Eviction Company shall provide a locksmith to force entry (if necessary) and to change all the entry locks once the Crew has removed all items from the house.
- 4) If there are occupants still in the house when the Crew arrives, they will be removed by the Sheriff.
- 5) DHCD may choose to have a representative present at the eviction, or may hire someone to attend from the Eviction Company
- 6) DHCD and the Eviction Company will respect all regulations applicable in the jurisdiction

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## **BID FORMAT**

**Required Bid Submissions.** Submit three (3) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:

1. Name and address of the Bidder;
2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
3. Solicitation Title and Solicitation Number that the Bid is in response to;
4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
6. Bidder's eMM number;
7. Bidder's MBE certification number (if applicable);
8. Acceptance of all State IFB and Contract terms and conditions; and

B. Completed Bid Form (**Attachment A**)

C. A narrative describing the how it meets the Minimum Qualifications described on page 6, and also describing the firm's ability and experience in providing the services as described in the Scope of Work.

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**IFB No. DHCD-17-07**

**PRICE BID FORM**

The Price Bid Form is used to calculate the Bidder's TOTAL, EVALUATED BID PRICE. Follow these instructions carefully when completing your Price Bid Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15, and must be the actual price per unit for the specific item or service identified in this IFB. Every blank below shall be filled in.
- B. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- C. Except as instructed on the Price Bid Form, nothing shall be entered on or attached to the Price Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render this Bidder's submission nonresponsive.

Item	Price per single eviction
Removal of all loose/removable items in foreclosed property that is owned by DHCD/The State of Maryland, as described in the Scope of Work, page 6.	\$

**Submitted By:**

Offeror Name: \_\_\_\_\_

Offeror Address: \_\_\_\_\_

FEIN: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**